



Arizona Department of Health Services

Bureau of Nutrition and Physical Activity

HANDS WIC System

Detailed Functional Design Document

FNS-798

June 22, 2015

Version 1.1

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REVISION HISTORY

The chart below indicates revisions made to this document:

<u>Version</u>	<u>Name</u>	<u>Brief Description of Change</u>	<u>Published</u>
1.0	David Reisinger	Initial Draft	03-25-2015
1.1	Chris Walker	Edits in response to Maximus review	06-22-2015

1 FNS-798 OVERVIEW

The FNS-798 is a multi-page report submitted monthly throughout the Federal fiscal year and also as a 'close-out' report after the end of the fiscal year. The report is a culmination of WIC program data derived from across nearly all HANDS modules and includes information regarding grants, expenditures, obligations, participation, rebates, and income from participants, vendors, and other sources.

HANDS provides two methods by which the FNS-798 report data can be populated.

- Option A) a combination of system-generated values, estimations from the Cash Flow Analysis screen (for specific lines in the FNS-798), and manual entry fields for the remaining fields.
- Option B) a combination of system-generated values and manual entry of remaining fields for updating the FNS-798. In Option B, the Cash Flow module estimates are not calculated or applied to the report.

Values that are system-generated from known data (e.g. Actual Costs-Gross Outlays), from elsewhere in system (e.g. Rebate to be Received), or by using established formula calculations (e.g. Projected Gross Obligations) cannot be modified. Instead, updates must be made within the originating module (e.g. Automated Rebate) or to the calculation parameters used to generate the data (e.g. Budgeting Factors parameters).

Users with the '798 Override' role will be able to override all fields on the FNS-798, including fields pertaining to closed months.

2 FNS-798 REPORT SCREEN

The FNS-798 is generated for a Federal fiscal year by selecting the FFY in the report parameter section of the report screen, as shown in

The screenshot displays the FNS-798 Report Screen. At the top, the user 'DREISINGER' is logged in, with a 'Log Off' link. The main navigation bar includes 'Home', 'Sys Admin', 'Ops Mgmt', 'WIC Services', 'CSFP Services', 'Scheduling', 'Farmers' Market', 'Finance', 'Vendor', 'Program Integrity', 'Reports', and 'Help'. The 'Reports' menu is expanded, showing 'FNS_798' as the selected option. Below the menu, there is a 'Fiscal Year' dropdown menu set to '2013' and a 'View Report' button. The main content area is currently empty.

Figure 1 - FNS-798 Report Screen

Fields:

- **Fiscal Year** – The Federal fiscal year for the report to generate. Required.

Buttons: none

Calculation(s): none

Background Processes: none

3 FNS-798 – PAGE 1

U. S. DEPARTMENT OF AGRICULTURE - FOOD AND NUTRITION SERVICE													Page 1
WIC FINANCIAL MANAGEMENT AND PARTICIPATION REPORT													
According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0045. The time required to complete this collection is estimated to average 3.1 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.													
STATE	LOC	FISCAL YEAR	REPORT MONTH/CALENDAR YEAR		DATE SUBMITTED								
SEVEN DIGIT CODE	DATE SIGNED	DATE RECEIVED IN R/O	LATEST REPORT MONTH AND REVISION		MONTHLY REPORT ANNUAL CLOSEOUT REPORT								
October	November	December	January	February	March	April	May	June	July	August	September	YTD Total	
1. Adjusted Gross Obligations	41	41	41	41	41	41	41	41	41	41	41	41	
2. Estimated Rebates	1	1	1	1	1	1	1	1	1	1	1	1	
3. Net Federal Obligations	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	20,000,000	
Actual Food Outlays	October	November	December	January	February	March	April	May	June	July	August	September	YTD Total
4. Gross Outlays	47,368,644	46,600,467	46,347,536	46,607,458	46,304,046	46,544,020	46,344,424	46,604,627	47,348,427	47,636,430	47,842,863	46,952,767	563,383,605
5. Unliquidated Obligations													0
6. Gross Outlays & Unliq.	47,368,644	46,600,467	46,347,536	46,607,458	46,304,046	46,544,020	46,344,424	46,604,627	47,348,427	47,636,430	47,842,863	46,952,767	563,383,605
7. Rebates Billed	1	1	1	1	1	1	1	1	1	1	1	1	1
8. Program Income													
9. Postprint Vendor Collections													
10. Participant Collections													55
11. Other Credits													32
12. Net Federal Outlays & Unliq.	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000
13. Month Closed Out (Y/N)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	N	
14. Annual Net Federal Cost	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000	28,000,000
Federal Participation	October	November	December	January	February	March	April	May	June	July	August	September	YTD Total
15.a. Women Pregnant	95,773	95,773	95,773	95,773	95,773	95,773	95,773	95,773	95,773	95,773	95,773	95,773	95,773
b. Women Fully Breastfeeding	1	1	1	1	1	1	1	1	1	1	1	1	1
c. Women Partially Breastfeeding	8	8	8	8	8	8	8	8	8	8	8	8	8
d. Women Postpartum	4	4	4	4	4	4	4	4	4	4	4	4	4
e. Total Women	24	24	24	24	24	24	24	24	24	24	24	24	24
16.a. Infants Fully Breastfed	2	2	2	2	2	2	2	2	2	2	2	2	2
b. Infants Partially Breastfed	8	8	8	8	8	8	8	8	8	8	8	8	8
c. Infants Fully Formula-fed	12	12	12	12	12	12	12	12	12	12	12	12	12
d. Total Infants	22	22	22	22	22	22	22	22	22	22	22	22	22
17. Children	46	46	46	46	46	46	46	46	46	46	46	46	46
18. Total	941,272	924,318	909,640	910,290	912,252	910,614	908,010	909,099	912,662	915,973	915,718	920,275	10,997,534
Year to Date NSA Costs	October	November	December	January	February	March	April	May	June	July	August	September	YTD Total
19. Gross Outlays	2,752,308	2,752,308	2,752,308	2,752,308	2,752,308	2,752,308	2,752,308	2,752,308	2,752,308	2,752,308	2,752,308	2,752,308	2,752,308
20. Unliquidated Obligations													
21. Gross Outlays & Unliq.													
22. Program Income	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
24. Participant Collections													0
25. Other Credits													0
26. Net Federal Outlays & Unliq.													0
27. Est. Future Month(s) Oblig.													10
28. Annual Net Federal Cost													10

Figure 2 - FNS-798 - Page 1 (Full)

3.1 Page-1 – Header Fields

3.1.1.1 The top of Page-1 contains numerous header fields that are specific to the reporting Agency as well as the fiscal period of the report. The system shall allow for the State Agency user to manually input the information into the appropriate sections where static factor fields are not present.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0584-0045. The time required to complete this collection is estimated to average 3.1 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection.				
STATE	LOC	FISCAL YEAR	REPORT MONTH/CALENDAR YEAR	DATE SUBMITTED
State Agency Name	9999	FY 2008	03/2008, Revision 1	
SEVEN DIGIT CODE	DATA SIGNED	DATE RECEIVED IN R/O	LATEST REPORT MONTH AND REVISION	<input checked="" type="checkbox"/> MONTHLY REPORT <input type="checkbox"/> ANNUAL CLOSEOUT REPORT
9999999		5/6/2008	03/2008, Revision 1	

Figure 3 - Page-1 Header Fields

Fields:

- **State** – The name of the submitting State or entity. The value is automatically populated from the field “State Description” in the System Admin | State Configuration Settings base table.
- **LOC** – The Letter of Credit number for the fiscal year. The value is automatically populated from the “LOC Number” field of the Budgeting Factor having the same Federal fiscal year. Required.
Note – The Budgeting Factor is configured by CMA with the LOC_NUMBER field of the F_ANNUAL_FACTORS table.
- **Fiscal Year** – The Federal fiscal year of the data being presented. The value is selected by the user when generating the report. Format is YYYY. Required.
- **Report Month / Calendar Year** – The month and calendar year at the time the report was generated. Format is MM/DD/YYYY. Required.
- **Data Submitted** – The date the report is submitted to FNS. The value is manually entered by the user. Format is MM/DD/YYYY. Required.
- **Seven Digit Code** – The FNS-assigned seven digit agency code. The value is automatically populated from the field “State ID” in the System Admin | State Configuration Settings base table.
- **Date Signed** – The date the report was signed.
Note – The date is manually entered.
- **Date Received in R/O** – This field will be left blank.
- **Latest Report Month and Revision** – This field will be left blank.
- **Monthly Report** - Checkbox. Check if the report is a monthly report (not an annual closeout report).
- **Annual Closeout Report** – Checkbox. Check if the report is an annual closeout report (not a monthly report).

Buttons: none

Calculation(s): none

Background Processes: none

3.2 Page-1 – Lines 1 through 28

Lines 1 through 28 of the FNS-798 report provide actual and estimated values obligations, outlays, participation, and collections/credits for the fiscal year.

Fields:

Food Obligation Estimates

- **Line-1 – Adjusted Gross Obligations** – If Option B, Manual entry. If Option A, the value is calculated as: Estimated Issue Participation * (Estimated Pre-Rebate Cost * (Food) Redemption Factor. For future months, the value is estimated.

- **Line-2 – Estimated Rebates** – If Option B, Manual entry. If Option A, the value is calculated as:
(Estimated Infant Issue Participation * Estimated Rebate Food Package Cost) * Redemption Factor. For future months, the value is estimated.
- **Line-3 - Net Federal Obligations** – If Option B, Manual entry. If Option A, auto-populated using the calculation: Gross Obligation (Line-1) minus the Estimated Rebates (Line-2). For future months, the value is estimated
- **Line-4 - Gross Outlays** – The total redemption as reported on the Food Instruments Paid Report for the specified month. This includes payments made during the month for breast pumps and direct purchase food items. If Option B, Manual entry. For Option A, auto-populated. For future months, the field is blank.
- **Line-5 – Unliquidated Obligations** – The cumulative, unpaid balance of purchase orders for food and/or breast pumps and/or any unpaid balance related to food instruments that have been issued. No value should be entered except for the month of September.
- **Line-6 - Gross Outlays & Unliq.** – If Option B, Manual entry. If Option A, calculated as: Gross Outlays (Line-4) plus Unliquidated Obligations (Line-5) for the specified month. For future months, the field is blank.
- **Line-7 – Rebates Received** – If Option A, auto-populated with the total amount of rebates received for the specified month. Refer to Automated Rebate BRD for existing calculations. For future months, the field is blank.
- **Line-8 – Program Income** – Program income used to fund food outlays. This requires a manual entry.
- **Line-9 – Post Payment Vendor Collections** – Post payment vendor collections used to fund food outlays. Manual entry.
- **Line-10 – Participant Collections** – Participant collections used to fund food outlays. Manual entry.
- **Line-11 – Other Credits** – Other credits used to fund food outlays. Manual entry.
- **Line-12 – Net Federal Outlays and Unliquidated Obligations** – If Option A, the value calculated as: Gross Outlays and Unliquidated Obligations (Line-6) minus Rebates Received (Line-7) plus the total sum of the credits on Lines-8 through Line-11.
- **Line-13 – Month Closed Out (Y/N)** – Indicates if the month is closed. The value ‘Y’ indicates closed, whereas the value ‘N’ indicates open.
- **Line-14 – Annual Net Federal Cost** –For months that are closed, the value is obtained from the Net Federal Outlays (Line-12). For months not closed, the value is obtained from the Net Federal Obligations (Line-3).

Participation

Note – Participation means that the caseload process has determined the client to have participated, (received some form of benefit).

- **Line-15a – Women Pregnant** – For Option A and Option B, populates with the number of pregnant women for the Fiscal Year and Month as counted on the 10th of the month following the reporting month. For future months with no known data, the field will populate with a zero (0).
- **Line-15b – Women Fully Breastfeeding** - For Option A and Option B, populates with the number of women up to one year postpartum who are Fully Breastfeeding as counted

on the 10th of the month following the reporting month. For future months with no known data, the field will populate with a zero (0).

- **Line-15c – Women Partially Breastfeeding** – For Option A and Option B, populates with the number of partially breastfeeding women for the Fiscal Year and Month as counted on the 10th of the month following the reporting month. For future months with no known data, the field will populate with a zero (0).
- **Line-15d – Women Postpartum** - For Option A and Option B, populates with the number of women up to six months after termination of pregnancy (includes P and PN+ categories) as counted on the 10th of the month following the reporting month. For future months with no known data, the field will populate with a zero (0).
- **Line-15e – Total Women** - For Option A and Option B, populates with the sum of Line-15a through Line-15d.
- **Line-16a. - Infants Fully Breastfed** - For Option A and Option B, populates with the number of infants fully breastfed. For future months with no known data, the field will populate with a zero (0).
- **Line-16b - Infants Partially Breastfed** – For Option A and Option B, populates with the number of infants partially breastfed. For future months with no known data, the field will populate with a zero (0).
- **Line-16c - Infants Fully Formula Fed** - For Option A and Option B, populates with the number of infants fully formula fed AND IPN+. For future months with no known data, the field will populate with a zero (0).
- **Line-16d - Total Infants** – The sum of Line-16a through Line-16c.
- **Line-17 - Children** - For Option A and Option B, populates with the number of participants in categories C1, C2, C3 and C4. For future months with no known data, the field will populate with a zero (0).
- **Line-18 - Total Participation** - The number of federally supported participants (total women, infants and children) for the specified month. For both active and closed months, the value is the sum of Lines-15e, Line-16d and Line-17.
For future months when using Option A, the field will populate with total participation values determined by the estimation process on the Cash Flow Analysis Page.
For future months when using Option B, the user will manually enter these values.

Year-to-Date NSA Costs

- **Line-19 - Gross Outlays** – The total NSA outlay for the specified month. Manual entry.
- **Line-20 - Unliquidated Obligations** – Manual entry. Enter a value only for the reporting month and within the Year-To-Date column.
- **Line-21 - Gross Outlays & Unliquidated** – Calculated as Line-19 plus Line-20.
- **Line-22 - Program Income** – Program income used to fund NSA outlays. This is a manual entry.
- **Line-23 - Postpayment Vendor Collections** – Postpayment vendor collections used to fund NSA outlays. This is a manual entry.
- **Line-24 - Participant Collections** – Participant collections used to fund NSA outlays. This is a manual entry.
- **Line-25 – Other Credits** – Other credits used to fund NSA outlays. This is a manual entry.

- **Line-26 - Net Federal Outlays and Unliquidated** –Calculated as Line-21 minus the sum of Line-22 through Line-25.
- **Line-27 – Est. Future Month(s) Obligations** – This is a manual entry. At close out, this field will be grayed out.
- **Line-28 - Annual Net Federal Cost** – The annual federal NSA cost to the program. Calculated as Line-26 plus Line-27.
- **YTD Total column** – The cumulative total for all months (October-September) for each row.

Buttons: None

Calculation(s):

Note: For clarity, calculations are described in the Field description above, when applicable.

Background Processes: None

4 FNS-798 - PAGE-2

FORM APPROVED OMB NO. 0584-0045

WIC FINANCIAL MANAGEMENT AND PARTICIPATION REPORT			
TRANSACTION	COST CATEGORY		
	(A) FOOD	(B) NSA	(C) TOTAL
29. Formula Grant			
30. Prior Year Spending Options			
a. Spendforward from Prior Year			
b. Backspend to Prior Year			
31. Subtotal (29 plus 30)			
32. Annual Net Federal Cost			
33. Balance Before Application of Prepayment Vendor Collections (31 minus 32)			
34. Prepayment Vendor Collections Applied to NSA			
35. Balance Before Conversion (33 plus 34)			
36. Conversion			
a. Food to NSA			
b. NSA to Food			
37. Balance After Conversion (35 plus 36)			
38. Current Year Spending Options			
a. Spendforward to Following Year			
b. Backspend from Following Year			
39. Results of Report Year Program Operations (37 plus 38)			
40. Preliminary Recoveries/Cash Transfers			
a. Preliminary Recoveries			
b. Cash Transfers in (out)			
c. Total Recoveries/Cash Transfers			
41. Federal Funds to be Recovered (Restored) (39 plus 40c)			
Explanatory Notes:			
42. Funds Spent for Breast Pumps			
43. Average Migrant Participation (July - June)			
Remarks:			
Certification I certify to the best of my knowledge and belief that this report is correct and that all outlays and unliquidated obligations are for the purposes set forth in the award document.	Typed Name and Title of Certifying Officer Signature Telephone Number		
STAMP/CERTIFY DATE	LAST UPDATED BY		LAST UPDATED ON

FORM FNS-798 (9-11)
FPRS Electronic Version

Page 2 of 2

Figure 4 - FNS-798 Page-2

4.1 Lines 29 Through 43

Fields:

- **Line-29 – Formula Grant**
 Column-A. **Food** –Populated from the Financial Profile within the Grants & Cash Flow module.

- Column-B. **NSA** - Populated from Financial Profile data in Grants & Cash Flow module. Attempts to edit this field shall prompt a user to update the Financial Profile via the Grants & Cash Flow module to ensure data integrity.
- Column-C. **Total** – Calculated as Line-29A plus Line-29B.

Prior Year Spending Options

- **Line-30a – Spendforward from Prior Year**
Column-A. **Food** - will populate with a zero and appear grayed out.
Column-B. **NSA** – The system will prompt the user to enter the total dollar amount. At the start of the fiscal year, this field will be automatically populated from Line-38a of the final ‘close-out’ FNS-798 submitted the prior year. When a prior year's value changes, the current year FNS-798 will need to reflect the change. Closed months in the current year will remain unchanged, but all unclosed months will reflect corrected amount.
Column-C. **Total** – Calculated as Line-30a-A plus Line-30a-B.
- **Line-30b - Backspend to Prior Year**
Column-A. **Food** - Entered as a negative value or can be calculated as a negative from Line 38b of the Final report from the prior year. This field can be manually edited.
Column-B. **NSA** – The value is taken from Line-38b of the final FNS-798 report from the prior year, or it may be manually edited. This will populate as a negative.
Column-C. **Total** – Calculated as Line-30b-A plus Line-30b-B.
- **Line-31 – Subtotal (29 plus 30)**
Column-A. **Food** – Calculated as Line-29A plus Line-30b-A.
Column-B. **NSA** – Calculated as Line-29B plus Line-30a-B plus Line-30b-B.
Column-C. **Total** – Calculated as Line-31A plus Line-31B.
- **Line-32 – Annual Net Federal Cost**
Column-A. **Food** – The value from Line-14. At closeout, this value must equal the value in Line-12 and Line-14; otherwise, the system will generate an error.
Column-B. **NSA** – The sum of Line-26 for all closed out months plus Line-27 for all months not closed yet. At closeout, this value must equal the value in Line-26 and Line-28; otherwise the system will generate an error.
Column-C. **Total** – Calculated as Line-32A plus Line-32B.
- **Line-33 – Balance Before Application of Prepayment Vendor Collections (31 minus 32)**
Column-A. **Food** – Calculated as Line-31A minus Line-32A.
Column-B. **NSA** - Calculated as Line-31B minus Line-32B.
Column-C. **Total** - Calculated as Line-33A plus Line-33B.
- **Line-34 – Prepayment Vendor Collections Applied to NSA**
Column-A. **Food** – This field is populated as a negative value. Manual entry.
Column-B. **NSA** – This field is populated by making Line-34A a positive value.
Column-C. **Total** – This field should equal zero. Calculated as Line-34A plus Line-34B.
- **Line-35 – Balance Before Conversion (33 plus 34)**
Column-A. **Food** – Calculated as Line-33A plus Line-34A.
Column-B. **NSA** – Calculated as Line-33B plus Line-34B.
Column-C. **Total** – Calculated as Line-35A plus Line-35B.

Conversions

- **Line-36a – Food to NSA**
Column-A. **Food** - Manual entry. Enter as a negative number.
Column-B. **NSA** - Manual entry. Enter as a positive number.
Column-C. **Total** – Calculated as Line-36a-A plus Line-36a-B. Result should equal zero.
- **Line-36b – NSA to Food**
Column-A. **Food** – Manual entry. Enter as a positive number.
Column-B. **NSA** – The same value as Line-36b-A, but populated as a negative number.
Column-C. **Total** - Calculated as Line-36b-A plus Line-36b-B. Result should equal zero.
- **Line-37 – Balance After Conversion**
Column-A. **Food** – Calculated as Line-35A plus Line-36a-A plus Line-36a-B.
Column-B. **NSA** – Calculated as Line-35B plus Line-36a-B plus Line-36b-B.
Column-C. **Total** – Calculated as Line-37A plus Line-37B.

Current Year Spending Options

- **Line-38a – Spend forward to Following Year**
Column-A. **Food** – The field will default to zero and is grayed out.
Column-B. **NSA** – Manual entry. Enter the value as a negative.
Background Process: At the end of the report year or during September, the user will be prompted to enter an amount. The system will require this field to be updated before the user can save the information in September.
Column-C. **Total** – Calculated as Line-38a-A plus Line-38a-B.
- **Line-38b – Back spend From Following Year**
Column-A. **Food** – This is a manual entry.
Column-B. **NSA** – This is a manual entry and should be populated as a negative.
Column-C. **Total** – Calculated as Line-38b-A plus Line-38b-B.
- **Line-39 – Results of Report Year Program Operations**
Column-A. **Food** – The sum of Line-37A plus Line-38b-A.
Column-B. **NSA** – The sum of Line-37B plus Line-38a-B plus Line-38b-B.
Column-C. **Total** – The sum of Line-39A plus Line-39B.

Preliminary Recoveries/Cash Transfers

- **Line-40a – Preliminary Recoveries**
Column-A. **Food** – The value will populate from the Financial Profile in the Grants & Cash Flow module in November after the report year closes out. The formula grant value on Line-29 will not be impacted by Line-40a-A.
Column-B. **NSA** – The value will populate from the Financial Profile in the Grants & Cash Flow module in November after the report year closes out. The formula grant value on Line-29 will not be impacted by Line-40a-B.
Column-C. **Total** – The sum of Line 40a-A plus Line-40a-B.
- **Line-40b – Cash Transfers In (Out)**
Column-A. **Food** – This value will populate from the Financial Profile in the Grants & Cash Flow module.
Column-B. **NSA** – This field will populate from the Financial Profile in the Grants & Cash Flow module.

- Column-C. **Total** – The sum of Line-40b-A and Line-40b-B.
- **Line-40c – Total Recoveries / Cash Transfers**
 - Column-A. **Food** –The sum of Line 40a-A and Line-40b-A.
 - Column-B. **NSA** – The sum of Line 40a-B and Line-40b-B.
 - Column-C. **Total** –The sum of Line 40c-A and Line-40c-B.
- **Line-41 – Federal Funds to be Recovered (Restored) (39 plus 40c)**
 - Column-A. **Food** – The sum of Line-39A and Line-40c-A.
 - Column-B. **NSA** – The sum of Line-39B and Line-40c-B.
 - Column-C. **Total** – The sum of Line-41A and Line-41B.
- **Line-42 - Funds Spent for Breast Pumps**
 - Column-A. **Food** – Manual entry.
 - Column-B. **NSA** – Manual entry.
 - Column-C. **Total** –The sum of Line 42A plus 42B.
- **Line-43 – Average Migrant Participation (July – June)**
 - Column-A. Is grayed out. No entry.
 - Column-B. Is grayed out. No entry.
 - Column-C. **Total** - This is a calculation of the average Annual Participation for Migrants from July to June and is only reported in the July report.
- **Remarks** – User-entered remarks about any line item on the 798 report. Up to 2,000 characters may be entered.

Buttons: None

Calculation(s):

Note: For clarity, calculations are described in the Field description above, when applicable.

Background Processes:

Note: For clarity, background processes are described in the Field description above, when applicable.

4.2 Certification Section

All fields in the certification section require manual entry.

Fields:

- **Stamp/Certify Date** – The date on which the report was certified. Manual entry.
- **Name and Title** – The typed name of the report signer. Manual entry.
- **Signature** – The signature of the report signer. Manual entry.
- **Telephone Number** – The phone number of the report signer. Manual entry.
- **Last Updated By** – The person who last updated the report. Manual entry.
- **Last Updated On** – The date on which the report was last updated. Manual entry.